

C O P Y

ATTACHMENT B

MEMORANDUM TO: Assistant Directors and Staff Chiefs

FROM: Director of Personnel

SUBJECT: Stenographic and clerical services available  
in the Interim Assignment Section (IAS)

1. It is requested that the attention of all Branch Chiefs and Supervisors be invited to the fact that the Interim Assignment Section, Personnel Operations Division, Office of Personnel, is in a position to accept various types of work projects as a service to staff and operating offices. The Interim Assignment Section, consisting of a relatively large number of capable employees temporarily in a provisionally cleared status, can relieve the Branches of many burdensome, time-consuming tasks.
2. The only limitation for referral of projects to the Personnel Pool is that the work material be Unclassified.
3. The Interim Assignment Section is able to fulfill all kinds of typing and clerical assignments. Projects which Pool employees have performed in the recent past include typing on stencil, ditto, hecto and multilith mats, alphabetizing, cataloguing etc. In most instances the office supplies necessary for the completion of work projects are provided by the Interim Assignment Section.
4. The Interim Assignment Section is located at 1016 16th Street, N. W., Washington, D. C. To obtain further information concerning facilities available in the Personnel Pool, Branch Chiefs and Supervisors should telephone Extension [REDACTED] Persons desiring to utilize the above-described services or arrange details on particular projects should telephone Extension [REDACTED]

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